

# Overview

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## Introduction

The State Relocatable Classroom Law of 1979 provides classroom facilities to house the district's infant and preschool individuals with exceptional needs.

Relocatable classrooms may be provided to school districts and the County Superintendent of Schools to house infants (up to three years old) and preschool children (three years to five years old). Each classroom will provide space for 16 exceptional children reported by the applicant district or county superintendent of schools.

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## Eligibility Criteria

The standard eligibility formula is determined by utilizing the basic teaching station loading standards and the district's current enrollment of infant/preschool children.

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## Approval Conditions

The State Allocation Board (SAB) has placed certain requirements or conditions on the approval of the district application. The following conditions shall apply to all applications for relocatable classrooms:

- Applicants are required to certify the earliest date that the district is willing to accept the building. The application will be approved no earlier than 90 days prior to that date.
- Districts must submit full site drawings to the Division of the State Architect/Office of Regulation Services (DSA/ORS), formerly OSA, within 60 days of building plan availability by the Office of Public School Construction (OPSC) or the application will be rescinded.
- Districts must accept delivery of the classroom within 60 days after the building availability and full (DSA/ORS) site approval or the building assignment will be terminated.
- Certification that the district's existing fire alarm system is adequate for connecting the relocatable classroom to the existing system.

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## California Environmental Quality Act (CEQA)

The California Environmental Quality Act (CEQA) requirements for the majority of projects are satisfied by a categorical exemption. If a project does not meet with this provision, it will be necessary to contact the OPSC for special assistance. In instances where relocatable classrooms are placed on more than one school site, the CEQA requirement must be submitted for each site.

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**Application Process**

The application process includes the following stages:

STAGE	WHO DOES IT	WHAT HAPPENS
1	District	Submits the documentation required for an approval of a non-site specific application, including a certification of the date the classrooms are to be accepted.
2	OPSC	Reviews the application documents for completeness and submits the request to the SAB 90 days prior to the certified acceptance date.
3	SAB	Approves the application for relocatable classrooms.
4	District	Selects an architect, submits required documents specifying site locations and orders the furniture and equipment.
5	OPSC	Assigns the buildings and informs manufacturer to send building plans to district.
6	Architect	Submits site and building plans to DSA/ORS within 60 days of receipt of manufacturers building plans.
7	Architect	Delivers a copy of DSA/ORS approved site and building plans to the OPSC and building manufacturer. Selects a site inspector, sends <i>SSS-Form 5</i> for DSA/ORS approval. Contacts manufacturer for the delivery date.
8	District	Accepts delivery of the classrooms within 60 days of plan approval or building availability.
9	District/ Manufacturer	Both sign "Notice of Completion". District obtains insurance.
10	Inspector/Architect	Issues <i>Form SSS-6, Acceptance of Project</i> .
11	OPSC	Sends the Lease Agreement
12	District	Request reimbursement for Furniture & Equipment and utilities.

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**Application Process,  
continued**

STAGE	WHO DOES IT	WHAT HAPPENS
13	OPSC	Authorizes release of the eligible F & E and utility cost, upon request and completed documentation (Form SAB 25-43 and Form SSS-6) from the district.

# Financial Obligations

## Introduction

The district is responsible for obtaining the architectural and on-site inspection services needed to place the relocatable classroom(s). In addition, the cost associated with the site preparation, electrical hook-up, plumbing connection, DSA/ORS's plan checking, insurance and maintenance are also the district's responsibility. The district will be reimbursed for the following costs:

- DSA/ORS plan checking fees \_\_\_\_\_ up to \$450 per classroom
- eligible architect fees \_\_\_\_\_ up to \$2000 per classroom
- eligible electrical hook up costs \_\_\_\_\_ up to \$3500 per classroom
- eligible fire alarm hook up costs \_\_\_\_\_ up to \$1000 per classroom
- eligible on-site inspector fees \_\_\_\_\_ up to \$500 per classroom
- Furniture & Equipment \_\_\_\_\_ up to \$2000 per classroom
- eligible plumbing installation costs \_\_\_\_\_ up to \$6200 per classroom

## Reimbursement Documentation

The district must provide the following documentation for reimbursement of electrical costs, architectural, on-site inspector, F&E and DSA/ORS fees within 90 days from the date the building is first delivered by the State contractor.

- district letter requesting reimbursement which specifies the amounts
- *Form SSS-6* from architect and inspector - 100% complete

## Reimbursement for Work Performed by School Personnel

Labor performed by workers whose positions are funded in the budget by the General fund, cannot be reimbursed by the State Relocatable Classroom Program.

If the worker was budgeted under special funds for a specific project reimbursement may be made.

Reimbursement must be made by the end of the fiscal year following the fiscal year in which the expense occurred.

## Reimbursement

The district will be reimbursed up to \$9,450 for the eligible work and fees addressed in the introduction above.

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**Plumbing Installation  
Reimbursement**

The State will reimburse up to \$6,200 per classroom of the least expensive method of plumbing installation to the infant/preschool relocatable classroom from the nearest point of connection.

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**Utility Certification**

The utility connection should accommodate the infant/preschool classroom. If the utility connection is used to accommodate any district-owned or privately leased building, in addition to the infant/preschool classroom. The cost for design and observation of construction of the electrical site collection or distribution system, is the responsibility of the school district.

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**Leases**

In addition to the previously mentioned costs, the district must make lease payments of \$4,000.00 per year for each infant/preschool relocatable classroom delivered; however, in an effort to ease the current overload on the manufacturing industry during the summer months, leased payments might be waived for a 90 day period on any building delivered to the district between November 1st and March 1st of each year.

Pursuant to the terms of the lease, districts shall at its own expense undertake all necessary maintenance repairs, renewal and replacement to ensure that the relocatable classrooms, furniture and equipment are at all times kept in good repair, working order and condition.

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**Policy of Insurance**

Districts are required to keep the property insured at their own expense, to the benefit of the State at all times, against fire and lightning with extended coverage for vandalism and malicious mischief. Insurance effective date must commence on the date of the *Form SSS-6* indicating the manufacturer has completed 100 percent of his work. ☺

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## Other Information

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### Site Preparation

The following site conditions must be met under the program:

- The district must prepare a location on the school site that is cleared and graded to level grade along the short axis and to within nine inches level of grade from front to rear (diagonally) for each building.
- Each site must have a minimum soil bearing capacity of 1,000 pounds per square foot and the location must allow for maneuvering space of the entry, turnaround and exit of a large truck and trailer.
- Each pad shall be 30' × 50' with a minimum of two feet between each building, turf-free with adequate electrical source since it is possible that the State may not cover the entire cost of electrical connection.
- In order to comply with *Title 21 of the California Code of Regulations, Access to Public Building by Physically Handicapped Persons*. The district must furnish a hard surfaced walkway from the parking facility to the building ramp after installation is completed.
- The district must certify that the existing fire alarm system is operational, and the relocatable classrooms can be connected to the central alarm system to comply with State Fire Marshal requirements.

Classrooms will not be delivered and installed by the building manufacturer until the site plans have been approved by the DSA/ORS. These plans must indicate the building location, handicap access, fire alarm connection and the electrical service. In addition, the necessary site preparation, and the manufacturer's site survey must be completed.

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### Furniture and Equipment

The district may order furnishings sufficient to accommodate one teacher and 16 students.

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### Occupancy of Infant/Preschool Classroom

The relocatable classroom(s) cannot be occupied until a 100% completed final *Form SSS-6* (by the inspector) is received by OPSC. This form can be obtained through the district's architect or inspector. ☺

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## Special Circumstances

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### Building Alterations

No infant/preschool classroom may be altered or modified in any way.

### Relocation of State Relocatable Classroom

If a district or County Superintendent should find it has a greater need for a relocatable classroom at another school within its jurisdiction, it may relocate the classroom at its own expense. However, the district or county superintendent must notify the OPSC, in writing, prior to relocating the building. The district must also submit the following documents:

- SAB 25-2A, *Site Specific Application* (see Appendix 1, page 1-5)
- SAB 25-5, *Site Ownership Certification* (see appendix 1, page 1-7)
- SAB 25-5A, *Notice of Exemption* (see Appendix 1, page 1-8)
- DSA/ORS approved plans (site and building plans)
- district request for relocation of State relocatables (written request)

A copy of the architect and inspector's final Form SSS-6 (100 percent complete) must be provided to the OPSC for both the existing and the new site.

### Removal/Return

If the State, district, or county superintendent determines there is no further need for the buildings, the costs associated with classroom removal and return to the State or reassigned district will be borne by the State. However, the State will not pay site restoration costs after termination of use of facilities by the district. The district will be required to pay any necessary building restoration costs. The district must provide a set of the DSA/ORS approved building plans and a copy of in-plant *Verified Report* (Form SSS-6) to the OPSC. The returning district has up to 30 days from the cancelation date on the district's letterhead to change their mind and keep the building(s). Districts reapplying for relocatable classrooms will not be considered until one year from the date the relocatable classrooms were previously returned.

### Relocatable Classroom Purchase

Eligible districts and County Superintendents may be authorized to purchase relocatable classrooms with district or county funds when adequate funds are not available to the SAB, and may be authorized for reimbursement by the SAB when subsequent funds are made available.

Eligible applicants may also be authorized to purchase relocatable classrooms with funds derived from developers fees that would have been used to fulfill their matching share requirement under the State School Building Lease-Purchase Program. ☺